



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061718R10002

ISSUANCE DATE: April 16, 2018

CLOSING DATE/TIME: May 4, 2018, 4:45 P.M. Ugandan Time

SUBJECT: Solicitation for Cooperating Country Personal Service Contractor (CCNPSC)
(*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide Personal Services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Frederick Onyango
Supervisory Executive Officer



I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061718R10002

2. ISSUANCE DATE: April 16, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 4, 2018, 4:45 PM Ugandan Time

4. POSITION TITLE: Program Management Specialist (Private Sector/Partnership Development Unit) - **READVERTIZED**

5. MARKET VALUE: UGX 191,547,014 – 282,336,746 per annum, equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

7. PLACE OF PERFORMANCE: Kampala, Uganda with possible travel as described in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Employment Authorization

9. STATEMENT OF DUTIES:

I. General Statement of Purpose of the Contract:

USAID/Uganda is seeking qualified Ugandans for the position of Program Management Specialist (Private Sector/Partnership Development Unit)

The incumbent serves as Unit Leader for Private Sector/Partnership Development. The incumbent is USAID/Uganda's senior advisor and expert on public-private partnerships and the development of Global Development Alliances, and heads a unit of three to four people. The Unit is located in USAID/Uganda's Economic Growth (EG) Team, but serves the Mission's entire private sector portfolio, including the EG, Democracy and Governance and Investing in People Portfolios. The incumbent is recognized by USAID/Uganda and USAID/Washington as the Mission's leading expert in identifying partnership opportunities and developing and implementing strategies for effective outreach to private corporations and other potential alliance partners. S/he is the Mission's foremost authority on networking and promoting USAID/Uganda to private corporations and other potential resource partners. The Unit oversees the full range of concepts, skills and best practices available to map partnership opportunities, manage relationships, and negotiate with potential resource partners. The incumbent is also the Mission's senior advisor and manager of USAID's Development Credit Authority, the Agency's credit guarantee facility.

The incumbent provides strategic, technical and organizational leadership oversight in private sector development and finance within the Mission. S/he collaborates with all Mission staff in achieving the country team's overall objectives and specific intermediate results. The incumbent is a key expert in developing new mission Private Sector, Alliances and Partnerships programs. In this, s/he is closely involved with Government of Uganda (GOU) officials, consultants, the private sector, other donors and stakeholders in the development and implementation of initiatives, writing requests for proposals (RFPs), Statements and Scopes of Work (SOW) and other procurement mechanisms consistent with (GOU) economic development initiatives and U.S. Country Development Cooperation Strategy (CDCS) goals.

The Unit Leader plays a key role in generating ideas and advises throughout the entire procurement process. The incumbent must have demonstrated experience leading/chairing diverse teams. This senior position ensures the Mission has the necessary management and technical expertise to successfully leverage substantial outside resources to expand and deepen the impact of the Mission's large and technically diverse development portfolio. The incumbent also leads collaboration with other USAID projects, and other donors and organizations in the economic development sector to ensure synergy of private sector activities with those of other organizations.

II. Statement of Duties to be Performed:

1. Strategic and technical leadership (20%)

The incumbent is the Mission's recognized expert in identifying private sector programming and public/private partnership opportunities. S/he develops and implements strategies for effective outreach to private corporations and other potential partners. Specific duties include:

A. Provides senior/high level technical advice to the Mission and to the President's Investor's Roundtable, the Uganda Commodities Exchange, the Uganda Securities Exchange, the banking sector and key Ministries on the strategic alignment of private sector and partnership efforts with key USAID/Uganda goals and objectives. S/he will be involved in strategic decision making, budget allocations, and project designs. S/he assist negotiates with GOU on project design and implementation, ensuring that host country officials at the highest level are apprised of program progress.

B. Develops relationships that may lead to future partnerships in key areas of priority to USAID/Uganda. Facilitates the conceptual development of new partnerships, reaches out to potential partners to identify areas where USAID priorities coincide with theirs; objectively assesses the commitment of potential partners; identifies due diligence issues; and communicates the Agency's partnership building policies and processes to manage expectations accordingly. Develops and sustains close collaboration, professional relationships with senior GOU officials, key business leaders, other major donors, international organizations, leading economic development research institutes and other private and public sector contacts necessary to build strong, inclusive and sustainable alliances and partnerships.

C. Develops and implements a Mission-wide strategic approach to private sector programming and partnership development in collaboration with other USAID support offices and technical teams as appropriate.

D. Responsible for private sector and partnership contributions to the Mission's strategic planning and reporting as part of the Mission Strategic Resource Plan and Foreign Assistance Framework Operational Plan and Reporting Process (OP).

E. Represents USAID with stakeholders and external development partners in a wide variety of events sponsored by USAID implementing partners or working groups and forums such as the Private Sector Donor Group (PSDG) where USAID is affiliated. This includes conferences, workshops donor subgroup meetings, and other economic development fora. Actively engages in the Private Sector Donor Group and other committees to advise, comment and participate in strategic decisions affecting private sector programming in Uganda.

F. Serves as primary point of contact with Alliance Builders in other USAID missions and with USAID's Office of Development Partners in Washington to develop contacts and share information; serves as the Mission's POC for the Development Credit Authority (DCA) U.S. Treasury guarantee facility program.

G. Represents US Government in multilateral coordination efforts for private sector programming, including giving technical and strategic advice, and input.

H. Collects, analyzes and synthesizes information to inform and strategically guide program planning, including keeping the Mission and team abreast of current events in Uganda, EAC and COMESA that impact on mission goals or cooperation; Conducts consultations with stakeholders and track legislative, policy, regulatory reforms, competitiveness and *Doing Business* developments.

I. Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their strategies, workplans and monitoring and evaluation as it relates to private sector engagement and development.

J. Represent the Economic Growth Office at appropriate Mission meetings with and/or in the absence of the Economic Growth Office – e.g. petroleum working group, interagency meetings, country team, Economic Growth Office Staff Meeting, USAID Senior Management, etc.

K. Provides leadership and may act as Feed the Future Coordinator in his/her absence.

L. Drafting talking points, assisting with high level visits (e.g. Congressional, political appointees, senior representatives from US Government), developing/updating briefing materials as it relates to private sector activities.

2. Managing for Results (30%)

The incumbent is the Mission's source of technical and organizational leadership on the design, implementation, monitoring and evaluation of private sector/partnership development

programs. S/he ensures that private sector and partnership activities achieve their intended results. The incumbent:

A. Analytically assesses the private sector/partnership portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and designs new projects or activities appropriate to achieve objectives including, but not limited to (i) *Feed the Future* (ii) *Power Africa* and (iii) *Trade Africa*.

B. Fully participates or takes the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.

C. Ensures that implementing partners for the private sector/partnership portfolio abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as reporting for the OP or other requests. This includes supportive supervision of other project managers in the Private Sector/Partnership Unit as necessary.

D. Participates in routine USAID/Uganda implementing partners meetings to discuss technical and programmatic direction of the USAID/Uganda and Economic Growth strategy.

E. Manages projects as Agreement or Contracting Officer's Representative and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to FMO as required.

F. Identifies opportunities and strengthens existing opportunities for integration of private sector/partnership programming other areas of the Mission programming.

G. Technically advises and makes recommendations on the need for short-term technical assistance from USAID/Washington central projects and writes the technical components of the scope of work for the consultants.

H. Works with the program office and the Financial Officer and the Office of Acquisition and Assistance to help track private sector/partnership projects/activities, annual funding amounts, field support, procurement actions, and management units.

I. In collaboration with the Economic Growth monitoring and evaluation officer, manages the Economic Growth Office analytical agenda for private sector programming and partnership development.

J. Manages the Economic Growth Program Monitoring Plan (PMP) for the Private Sector / Partnership Unit.

K. Supports the Economic Growth Office Director and Feed the Future Coordinator in coordinating the portfolio and pipeline reports and the procurement plans for the private sector/partnership portfolio.

L. Leads budget allocation discussions for private sector/partnership funds and makes recommendations to the Economic Growth Office Director and Feed the Future Coordinator.

M. Prepares reports and responses to USAID/Washington requests for information.

N. Supports the Economic Growth Office Director and Feed the Future Coordinator to monitor the private sector/partnership budget and work in collaboration with the Economic Growth Financial Analyst to ensure that budgets are up to date, reprogramming is completed, and budgetary changes are approved by Economic Growth Office Director.

O. Monitors the private sector/partnership budget through quarterly accruals and pipeline analysis for projects in the Private Sector/Partnership Unit and participates in Mission portfolio and pipeline reviews.

3. Supervision, Coaching/Mentoring and Staff Support (50/%)

A. Supervises at a minimum, two technical FSNs and may mentor one US Direct Hire Foreign Service /Private Sector Officer, which includes developing annual work objectives, mentoring, facilitating professional development, completing ad hoc and annual performance reviews, and providing performance feedback.

B. Works with Private Sector/Partnership Unit staff to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training by Agriculture Unit staff, with approval of the Feed the Future Coordinator.

C. Collaborates with PPD, FMO, and A&A to coach and mentor Private Sector/Partnership Unit members, as needed, in effective project and financial management.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

III. Supervisory Relationship:

The Unit Leader will receive broad policy guidance and technical instruction from and will be supervised by the Feed the Future Coordinator. The incumbent exercises considerable latitude in carrying out the duties of the position and routinely is provided only broad guidance and direction. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives. The incumbent is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings, and support supervision.

IV. Supervisory Controls:

The Unit Leader will supervise at least two technical FSNs and may mentor one US Direct Hire Foreign Service Private Sector Officer.

10. OPEN TO: All qualified Ugandans are eligible to submit an offer in response to this solicitation.

11. PHYSICAL DEMANDS: The work does not involve undue physical demands.

12. POINT OF CONTACT: Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

Education:

Master's degree in Economics, Management Science, Business Administration, Finance, Marketing, International Development or related fields required with strong technical emphasis or specialization in the area of business development, finance, trade and investment, competitiveness.

Work Experience:

- i) At least eight (8) years of work experience in private sector development with multi-lateral or bi-lateral development organization(s), including experience in inclusive development finance mechanisms.
- ii) At least 5 years as of experience developing or managing private sector development projects.
- iii) Demonstrated experience in donor coordination and chairing/leading diverse teams is required.
- iv) Other relevant trainings or certifications to augment university degrees and work experience.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

III. EVALUATION AND SELECTION FACTORS

Offerors are required to address each of the Evaluation Factors in their application to demonstrate what experience, training, education and/or awards they have received that are relevant to each factor.

All applications that are compliant with application instructions and meet minimum qualifications will be evaluated and scored based on the documentation submitted with the application. These applications will be evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. USAID reserves the right to invite the highest and/or competitively ranked candidates for an interview and/or conduct reference checks only on those individuals.

Offerors will be evaluated and ranked based on the following Evaluation Factors:

1. Education (Pass/Fail)

Applicants without a relevant Master's degree will not be considered for award or proceed forward in the evaluation process. Master's degree in Economics, Management Science, Business Administration, Finance, Marketing, International Development or related fields required with strong technical emphasis or specialization in the area of business development, finance, trade and investment, competitiveness.

2. Work Experience (25 points in total):

- i) At least eight (8) years of work experience in private sector development with multi-lateral or bi-lateral development organization(s), including experience in inclusive development finance mechanisms.
- ii) At least 5 years as of experience developing or managing private sector development projects.
- iii) Demonstrated experience in donor coordination and chairing/leading diverse teams is required.
- iv) Other relevant trainings or certifications to augment university degrees and work experience.

3. Job Knowledge (25 points in total):

- i) Recent experience in programming of business development services, competitiveness, advocacy against constraints to business, public-private partnerships, private sector growth enabling national economic governance policies (for example licensing, registration, certification, trade compliance) is required. The incumbent must exercise a considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs.
- ii) The incumbent is expected to have an in-depth understanding of US Government foreign assistance to Uganda and familiarity with central aspects of US Government policy in Uganda. The incumbent is required to understand and appreciate the US Government and Mission's strategic direction, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of US Government foreign assistance to Uganda.
- iii) The incumbent must have specific knowledge of partnership building with corporate and/or government partners. Sound knowledge of the way USAID conducts business, including

budgeting and programming and procurement procedures is essential. The incumbent is required to understand the objectives, methodology and status of USAID/Uganda's programs and projects.

iv) Understanding of major problems frequently faced by transition post-conflict emerging economies such as Northern Uganda, and hands-on-experience is valuable and a plus.

4. Skills and Abilities (50 points in total):

This position requires superb communication skills, commitment to transparency and teamwork, and an outstanding ability to exercise sound and independent judgment, discretion and patience on a daily basis. This position requires flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism and poise. The position requires working under pressure and the need to assume other job responsibilities for short periods of time. More specifically, the incumbent is required to:

i) Work effectively in teams. The ability to participate in and/or lead internal and external teams, adapt to the existing management team, and be a good listener is essential. The incumbent must be able to respond professionally and adjust priorities in often fluid, changing, and challenging situations with minimal guidance. The incumbent must be able to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise during the course of work, for which there often is not a clear solution. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals. Able to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making. Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff as necessary. The incumbent must be able to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Ugandan and U.S. personnel, as described in the duties.

ii) Communicate effectively. The incumbent must be able to communicate information in a transparent, accurate, concise and meaningful oral and written form. The incumbent must be able to exercise excellent communication skills to appropriately represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior corporate representatives, senior Ugandan officials up to the minister level; USAID senior management, and others. Verbal communication skills will be used to negotiate partnership parameters, manage expectations of resource partners at senior levels, and to resolve activity implementation issues with counterparts, partners and team members. The incumbent must use excellent communication skills to establish and develop sustainable working relationships within the US Government Mission including USAID, State Department, USDA, Treasury Department, The Department of Defense, and Peace Corps. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts is a must. The incumbent must have the ability to communicate effectively, both orally and in writing – and able to help others do the same.

iii) Achieve results. Independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects efficiently and accurately for individual and team work. Such skills are essential to meet deadlines and to ensure that activities for which the incumbent has the lead go smoothly, particularly in the event of competing priorities and/or time pressures. Excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.

iv) Be flexible and versatile. The incumbent must possess the ability to remain calm in a fast moving work environment. The incumbent must also be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.

v) Be a thought leader. The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs. S/he should exhibit critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions. Incumbent must be able to draft factual and interpretive reports that cover complex subject-matter, and provide recommendations for USAID intervention.

vi) Have excellent computer skills. These include Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

Evaluation Factors have been assigned the following points:

Education – Pass/Fail

Work Experience – 25 points

Job Knowledge – 25 points

Skills and Abilities – 50 points

Evaluation Factor Total – 100 points

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

Satisfactory Professional Reference Checks – Pass/Fail

IV. PRESENTING AN OFFER

1. All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

2. Late applications, received after the closing date and time, will not be accepted or considered for award.

3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.

4. Eligible Offerors are required to complete and submit:

(i) A **signed** AID-302-3 Offeror Information for Personal Services Contracts
(<https://www.usaid.gov/forms/aid-302-3>)

(ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements

(iii) A Curriculum Vitae/Resume

(iv) Copies of Academic Transcripts

(v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: KampalaHR@state.gov

6. Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.

7. Submitted offers and documents become the property of USAID and will not be returned.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

The Program Management Specialist (Private Sector/Partnership Development Unit) will be compensated in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy.

Final compensation will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions
(https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.